



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF NATIONAL DRUG CONTROL POLICY

ISSUE DATE: November 7, 2003
CLOSING DATE: December 5, 2003

ANNOUNCEMENT NUMBER
ONDCP-04-03-RG

Title, Series & Grade

**Assistant Deputy Director for Demand Reduction
(ES-301, \$131,342 – 142,500)**

Vacancy Location:

**Executive Office of the President
Office of National Drug Control
Washington, D.C. 20503**

AREA OF CONSIDERATION: OPEN TO ALL QUALIFIED APPLICANTS

This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position.

DUTIES: The incumbent serves as Assistant Deputy Director for Demand Reduction, Office of National Drug Control Policy (ONDCP). The Assistant Deputy Director is the principal assistant to the Deputy Director, Demand Reduction, and is responsible for assisting in overseeing the demand policy requirements and analyses and the formulation of demand reduction issues in the National Drug Control Strategy. The incumbent provides executive direction and leadership in regard to in-depth analysis concerning drug demand reduction, and interfaces with many National Drug Control Program Agencies in several Cabinet departments and State and Local government officials with drug control responsibilities. In addition, the incumbent makes recommendations to the Deputy Director, Demand Reduction, on the appropriate demand reduction programs for the National effort. The Assistant Deputy Director for Demand Reduction is charged with assisting the Deputy Director, Demand Reduction, with providing the executive direction required for organizing and overseeing the activities of the Office of Demand Reduction. The Assistant Deputy Director for Demand Reduction oversees and manages the work performed by the Demand Reduction staff, including agency representatives or detailees assigned to the office. The incumbent will plan work operations, direct the flow of work, and resolve all technical and policy problems encountered. The incumbent will identify domestic issues and problems which require attention; define the need for new legislation and policies; and arrange joint endeavors, as required with other organizational units of ONDCP and other agencies with drug control responsibilities. The incumbent will develop and coordinate Administration policy on demand reduction issues. The incumbent will represent ONDCP at interagency meetings and conferences. In the absence of the Deputy Director, Demand Reduction, the incumbent will carry out the duties of the Deputy Director, Demand Reduction. This would include acting as a surrogate at speaking opportunities, when the Deputy Director, Demand Reduction is unavailable.

QUALIFICATIONS: Eligibility for this position will be based on a clear and comprehensive showing that the applicant has had training and experience of the scope, quality, and level of responsibility sufficient to perform the duties and assignments of this position. Applicants must possess the mandatory professional/technical and executive core qualifications listed below.

Mandatory Professional/Technical Qualifications (PTQS): All applicants must submit a separate narrative response on each of the following PTQs and must cite examples in support of their response. Failure to do so will result in the applicant not being considered for the position.

PTQ 1. Demonstrated ability in administration and management at the executive level. Experience directing the work of a highly professional staff, as well as the ability to assume supervisory responsibility for in-house team efforts, interagency team efforts, interagency task forces and work groups.

PTQ 2. Extensive and thorough knowledge of personnel policies, duties, assignments, organization, and the interrelationships among offices within an organization. Broad knowledge of the scope of responsibilities, operations, procedures, and drug-related programs, including program interrelationships of departments and agencies.

PTQ 3. Demonstrated skill in effectively synthesizing highly complex and voluminous materials, and in presenting complex ideas, conclusions, and recommendations persuasively and effectively, both orally and in writing.

Mandatory Executive Core Qualifications (ECQs): In addition to the above professional/technical qualifications, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications. Even though an applicant is a member of the SES, or has been certified through successful participation in an OPM approved SES Candidate Development Program (CDP), he or she must submit a separate narrative response on each of the ECQs and must cite examples in support of their response. The basic definition for each ECQ is supplemented with key characteristics to demonstrate possession of the ECQ. Applicants should use these guideposts as they describe relevant experience. Applicants must submit a separate narrative response on each ECQ and must cite examples in support of their response. Failure to do so will result in the applicant not being considered for the position.

For further information and tips on writing effective ECQ statements, please see OPM's website at (www.opm.gov/ses/html/sesguide.htm).

1. Leading Change

This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

2. Leading People

This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

3. Results Driven

This core qualification stresses accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.

4. Business Acumen

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner, which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

5. Building Coalitions/Communication

This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

APPLICATIONS WILL NOT BE RETURNED.

RELOCATION EXPENSES WILL NOT BE PAID TO THE APPLICANT SELECTED.

If you omit any of the required information specified in the Optional Form 510, applying for a Federal job, your applications may be rated **INELIGIBLE**. To review a copy of OF-510 on-line, please go to www.opm.gov, click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510").

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

User of the Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

HOW TO APPLY:

PLEASE NOTE: Due to potential delays in the mail system, we encourage applicants to submit an electronic application or fax it to us (202 395-1262 or 202 395-1194) to ensure timely receipt of your application. **We cannot guarantee that applications, which are mailed, will be received by the closing date of the announcement.**

THERE ARE 2 OPTIONS FOR APPLYING:

FAX to 202-395-1262 or 202 395-1194 the following:

- (1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application;
- (2) **A separate narrative response on each of the PTQs and ECQs must be completed by all applicants. Failure to do so will result in the applicant not being considered for the position.**

ELECTRONIC SUBMISSION OF YOUR RESUME: You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to address the professional/technical qualifications and the executive core qualifications requirements.

When you have finished and select 'Send', your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again.

SECURITY CLEARANCE: This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted, including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This agency has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during the preliminary security and/or credit check. The position also requires the incumbent to be able to

obtain a Top Secret clearance based on a current Special Background Investigation and be eligible for special compartmental access.

DRUG TESTING: The applicant tentative selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility of their application.

CITIZENSHIP: Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.